



**NATIONAL AERONAUTICS AND SPACE  
ADMINISTRATION**

**DRYDEN FLIGHT RESEARCH CENTER**

**Integrated Financial Management (IFM)  
Program**

# **Travel Manager Overview**

**Travelers**

**July 23 – August 1, 2002**



# Gelco's Travel Manager

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- **Standardized, integrated travel management system that provides electronic routing, e-mail, and up-to-date travel information**
  - **Developed as a COTS (Commercial Off The Shelf ) product**
  - **Determined to be the best product on the market matched to NASA requirements**
  - **Used by other civilian government agencies**
  - **Redefines Travel Orders (TO) as Travel Authorizations (TA)**
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# Roles and Primary Responsibilities

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<b><i>Preparers</i></b>	Create travel authorizations and vouchers and assist travelers and approvers
<b><i>Reviewers</i></b>	Review for specific conditions to authorization
<b><i>Approvers</i></b>	Approve travel authorizations and vouchers
<b><i>Travelers</i></b>	Review and certify travel vouchers on return from travel
<b><i>CI Travel Agents</i></b>	Obtain tickets and reservations
<b><i>Financial Accountants</i></b>	Process financial data
<b><i>Voucher Examiners</i></b>	Process audit documents
<b><i>Center Administrators</i></b>	Maintain user data, routing lists, and other tables for their Center
<b><i>Agency Administrators</i></b>	Maintain shared data, Agency tables, and system utilities

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# TM Travelers Benefits

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- **Certify and route Travel Vouchers for reimbursement electronically**
  - **Query travel documents at any time**
  - **Travelers can run electronic pre-audits on their travel documents**
  - **No more hand carrying documents**
  - **E-mail notification to the traveler when money is about to be disbursed**
  - **Accurate per diem rates, loaded once a month**
  - **System performs calculations according to regulations**
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# TM Preparer Benefits

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- Initiate and route Travel Authorizations electronically
  - Query travel documents at any time
  - Preparers create vouchers from the approved authorizations
  - Copy documents for different travelers for the same trip, easily
  - No more hand carrying documents
  - Perform pre-audits of travel documents
  - Traveler information is loaded from payroll every two weeks
  - Accurate per diem rates, loaded from GSA once a month
  - System performs calculations according to regulations
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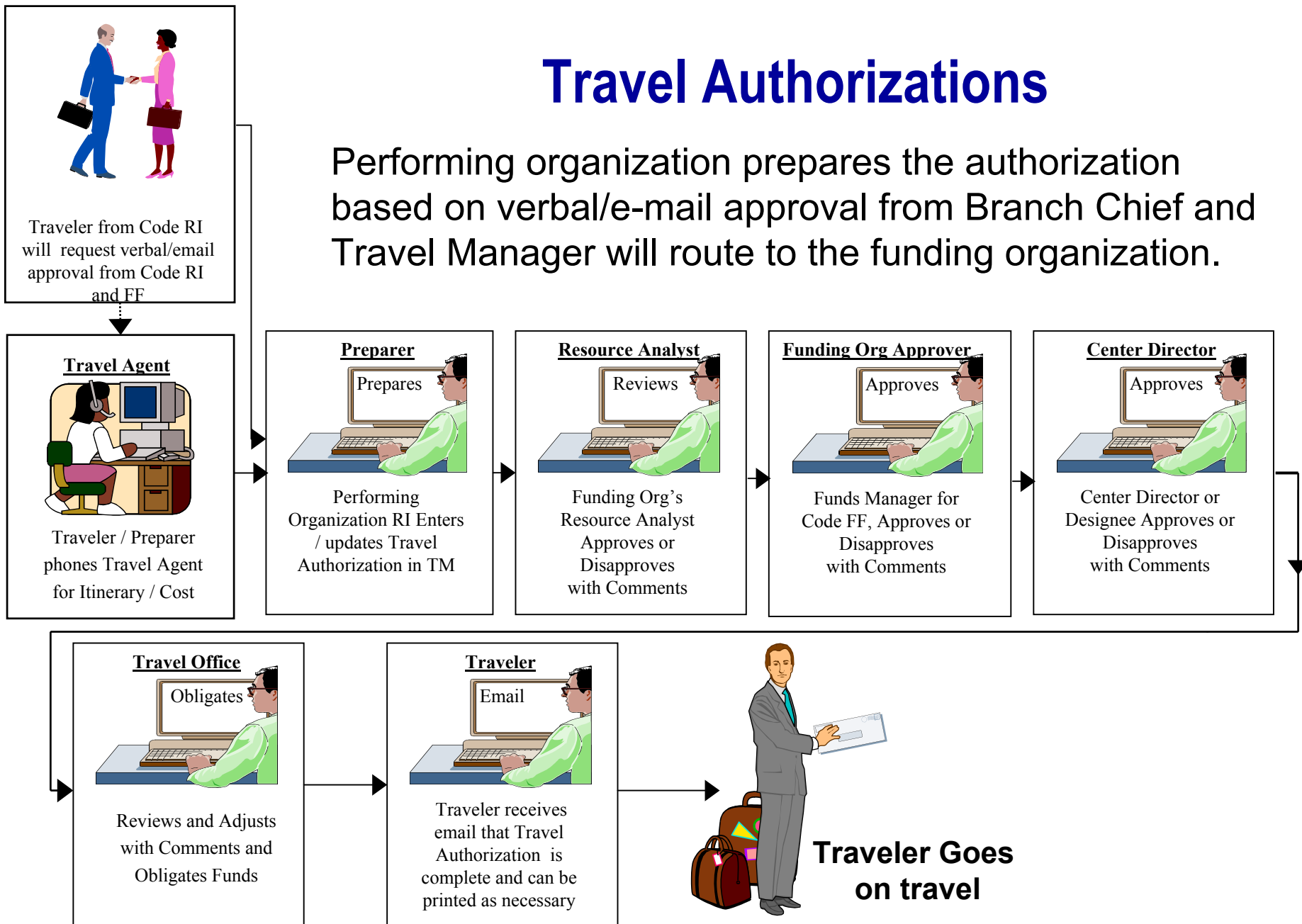
# **TM Reviewer/Approver Benefits**

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- **Reviewers/Approvers review Travel Authorizations and Vouchers electronically**
  - **Electronic signature of documents within the travel process**
  - **E-mail notification sent to each Reviewer/Approver in sequence**
  - **Reviewers/Approvers can run electronic pre-audits of travel documents**
  - **Accurate per diem rates, loaded from GSA once a month**
  - **System performs calculations according to regulations**
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# Travel Authorizations

Performing organization prepares the authorization based on verbal/e-mail approval from Branch Chief and Travel Manager will route to the funding organization.



# Travel Voucher

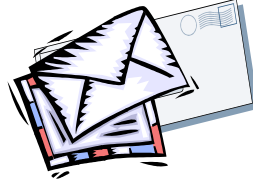
Traveler returns from travel

## Preparer

Creates

Creates Travel Voucher  
From  
Travel Authorization

## Travel Office



Responsible for  
maintaining  
receipts

## Traveler

Signs

Certifies Travel  
Voucher from TA and  
initiates routing

## Organization Manager

Approved

Funding Org  
Manager/Supervisor  
Approves or  
Disapproves with  
Comments

## Travel Office

Audit

Audits and Adjusts  
with Comments

## Travel Office Acct

Disburses

Approves or  
Disapproves with  
comments for Payment

## Traveler

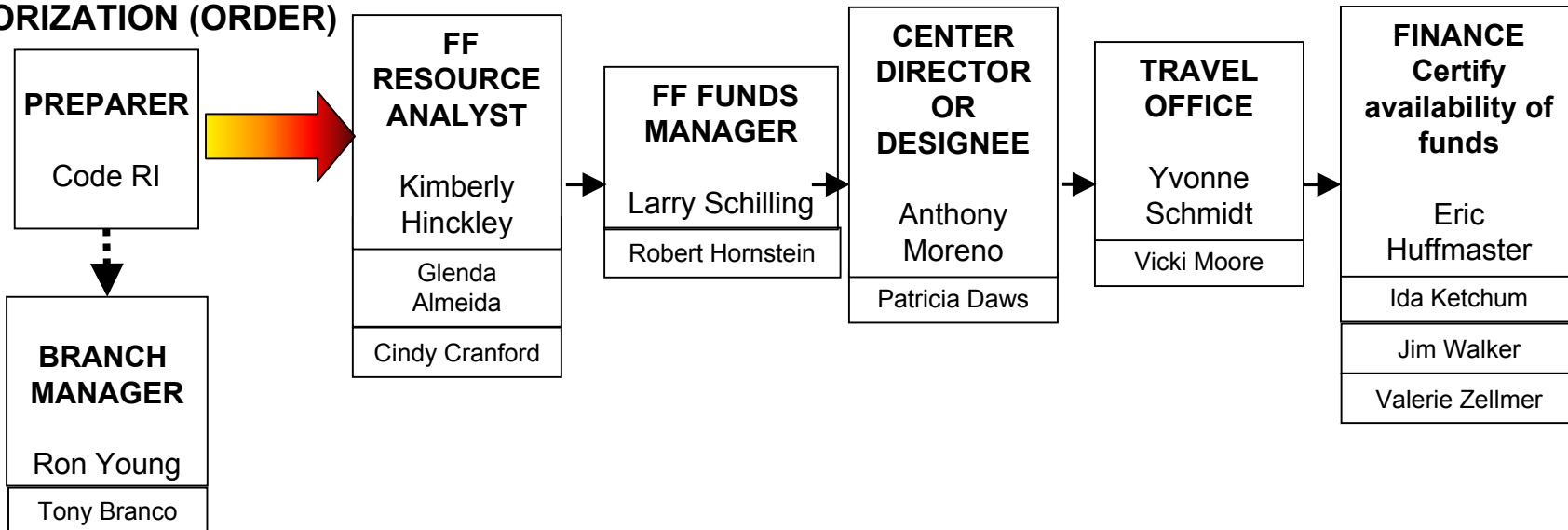


Receives email that  
payment will be  
received in 3-5  
business days

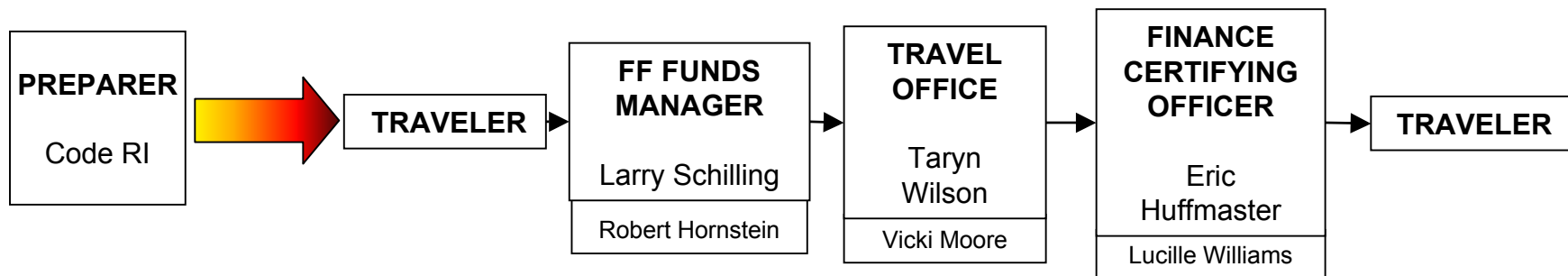


# Funding Organization Different than Performing Organization

## AUTHORIZATION (ORDER)



## VOUCHER



- **Provide training classes for Travel Manager (July 22 – August 1)**
  - **“Go Live” date is August 12<sup>th</sup>**
  - **Conduct follow-up training classes after TM has gone live (e.g., additional training classes, brown bag sessions, etc.)**
  - **Help Desk – X2477 (BISS – Business Information Systems Support)**
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# **Certifying and Signing Your Travel Voucher**

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# Browser Launch

*Launch a browser*

**NETSCAPE (4.75 or 4.76) or**

**Microsoft Internet Explorer (5.1) (MAC users)**

*Select the Travel Manager URL:*

**<http://travelmanager.dfrc.nasa.gov>**

**Select link for Login to Travel Manager**

**GELCO TM login screen will display**



The image shows the Gelco Travel Manager 8.0 login screen. On the left is a graphic with a globe, a computer keyboard, and the text "Gelco Travel Manager® 8.0". On the right is a login form with the following elements:

- Logo: "powered by Gelco Information Network"
- Form fields: "User Name" and "Password", each with a text input box.
- Buttons: "Login" and "Cancel" (both in black buttons).
- Dropdown menu: "Doc Prep" with a dropdown arrow.
- Text: "Use Conditional on Acceptance of Privacy Act Notice below".



# User I.D. and Password

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*Your User ID is your X500 unique identifier.*



**NASA** *National  
Aeronautics &  
Space  
Administration*

**Patricia Daws**


*cn=Patricia Daws,ou=Dryden Flight Research Center,o=National Aeronautics and Space Administration*

**Attributes**

Name: Patricia Daws  
PATRICIA R DAWS  
Patricia R. Daws  
Patti Daws

Phone: +1 661-276-2964

Postal Address: NASA Dryden  
Flight Research Center  
PO Box 273  
MS 1409B  
Edwards CA 93523-0273

Internet Addresses:  patricia.daws@mail.dfrc.nasa.gov

User Class: Organization: CR, Employer: NASA

Unique Identifier: DF003590



The login screen for Gelco Travel Manager 8.0 features a background image of a globe, a computer keyboard, and a mouse. The text "Gelco Travel Manager® 8.0" is prominently displayed in the center. To the right, the login form is titled "powered by Gelco Information Network". It includes fields for "User Name" and "Password", a "Login" button, a "Doc Prep" dropdown menu, and a "Cancel" button. Three callout boxes with arrows point to the input fields: "Enter User Name" for the User Name field, "Enter Password" for the Password field, and "Verify 'Doc Prep'" for the Doc Prep dropdown menu.

powered by  
Gelco  
Information Network

User Name

Password

**Login**

Doc Prep

Use Conditional on Acceptance  
of Privacy Act Notice below

**Cancel**

*Enter User Name*

*Enter Password*

*Verify "Doc Prep"*


*Click "**Login**" button*


*Then, **MAC users** only: Click in Password box and press "Enter"*


# Password and PIN Activation


*First time users will be prompted for a new password upon initial login.*

### Set Password

**Quick Tip**  
Passwords are case sensitive!

Current Password 

New Password 

Verify Password 

For this page you can:

Save


Password Change

Close

without Saving

*Users will also be prompted for a “Signature PIN”*

### Set Signature PIN

**Quick Tip**  
The Signature PIN is case sensitive!

New Signature PIN

Verify Signature PIN

For this page you can:

Save

Signature PIN Change

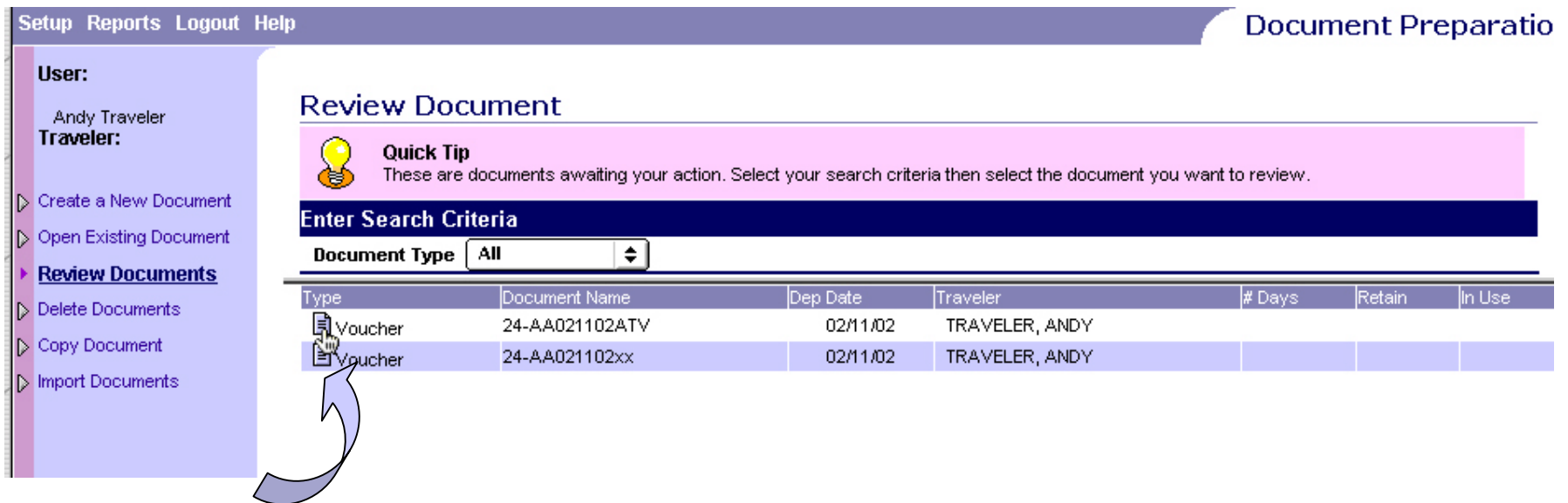
Close

without Saving

# TM Web Page

*The Travel Manager Web page will display after login.*

*Select “Review Documents” to see a list of all documents awaiting review.*




**Setup Reports Logout Help** Document Preparation

**User:**  
Andy Traveler  
**Traveler:**



- ▶ Create a New Document
- ▶ Open Existing Document
- ▶ **Review Documents**
- ▶ Delete Documents
- ▶ Copy Document
- ▶ Import Documents

**Review Document**

 **Quick Tip**  
These are documents awaiting your action. Select your search criteria then select the document you want to review.

**Enter Search Criteria**

**Document Type**

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
 Voucher	24-AA021102ATV	02/11/02	TRAVELER, ANDY			
 Voucher	24-AA021102xx	02/11/02	TRAVELER, ANDY			

*To view,  
click  
Document  
icon*

*List will display by departure date, with most current  
documents listed first.*





# Document Summary

*The Document Summary provides an overview of the Travel Voucher and the ability to see more details.*

Document Summary for Voucher 24-AA021102AT



#### Quick Tip

For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

For this Document you can:

**Save** Document

**Continue** Entering Document

**Close** Current Document

#### [Trip Number 1](#)

Travel Authorization Number 24-AA200003

[Traveler Details](#) 240-00-0001, ANDY TRAVELER

[Purpose Description](#) TM presentation at JSFC

[Itinerary Details](#) JOHNSON SPACE CTR,TX 02/11/02 - 02/13/02

[Ticketed Trans Details](#) \$475.00

#### [Expense Details](#)

##### Expense Summary

#### [Quick Expense](#)

Edit	Delete	Date	Expense	Amount
		02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
		02/13/2002	RENTAL CAR	88.50
				<b>Total: 93.50</b>

[Lodging,M&IE Details](#) \$105.00

#### [Accounting Details](#)

##### Accounting Summary

Label	Amount
24-AA2-09200000	673.50
<b>Total:</b>	<b>673.50</b>

#### [Totals Details](#)

##### Totals Summary

Disbursement Type	Amount
Amount Claimed	673.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	673.50

[Enter Comments](#) Voucher due 5 days after completion of your trip

#### [Document Status](#)

##### Document Status

Enter Status/PIN to stamp this document

*Click  
the  
links on  
the left  
for  
specific  
details*

# Review of Specific Details


*Clicking the detail links will cause a screen to display with the requested details, such as the following Totals*

Setup Reports Logout Help
Document Preparation

User:  
A PREPARER2  
**Traveler:**  
A1 TRAVELER2  
**Voucher: 24-AA021102AT-1**

- Document Summary
- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals**
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

**Total Details for 24-AA021102AT-1**


**Quick Tip**  
If necessary, enter changes and click OK.

For this Document you can:  
 New Totals for Document

**Total Expenses:** 834.50

**Non-reimbursable Expenses:** 0.00

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**Total Amount Claimed:** 834.50

**Gov't Advance Outstanding:** 0.00  
**Gov't Advance Applied:** 0.00

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**Net to Traveler:** 834.50  
(Due Gov't if negative)

**Expenses on Gov't Charge Card:** 0.00  
**Add'l Gov't Charge Card Payment:**

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**Total Gov't Charge Card Amount:** 0.00

**Pay to Gov't Charge Card:** 0.00  
**Pay to Traveler:** 834.50

Expense Category Details				
Trip	Expense Category	Organization	Account Label	Amount
1	COM.CARRIER	24-BA	24-BA2-09200000	475.00
1	LODGING	24-BA	24-BA2-09200000	146.00
1	M&IE	24-BA	24-BA2-09200000	105.00
1	PARKING	24-BA	24-BA2-09200000	15.00
1	PERSON CALL	24-BA	24-BA2-09200000	5.00
1	RENTAL CAR	24-BA	24-BA2-09200000	88.50

*Click the "Continue" to access the Document Status page*

*On the Document Status page,*

*Enter your PIN and press “Stamp” and Submit Document*

Status for 24-AA051302AT



**Quick Tip**

The Signature PIN is case sensitive!

For this Document you can:

**Stamp** and Submit Document

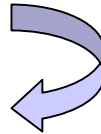
Back

Continue

Status to Apply

Signature PIN

Remarks



# Pre-Audit


*The Pre-Audit page will display.*

Setup Reports Logout Help

User:  
  
Andy Traveler  
**Traveler:**  
  
ANDY TRAVELER

Document Preparation



























Pre-Audit Results for 24-AA021102AT


**Quick Tip**  
Click the Magnifying Glass icon to view detail comments for each audit process.

**Document Name:** 24-AA021102ATV  
**Type:** Voucher  
**Traveler:** TRAVELER, ANDY  
**Status:** FAIL

For this Document you can:

Justify Pre-Audit Results  
Continue Stamping the Document  
Cancel Pre-Audit Results

Pre-Audit Results		
Audit Process	Status	Comments
 ACCT CODES AUTHRZED	PASS	
 ACTUAL MULTIPLIER	PASS	
 ACTUALS EXIST	PASS	
 APPLIED ADVANCE	PASS	
 APPROVAL BY TRAVELR1	PASS	
 APPROVED BY TRAVELR2	PASS	
 APPROVED BY TRAVELR3	PASS	
 AUTHORIZATION EXIST	PASS	
 CONFERENCE ALLOWANCE	PASS	
 COST COMPARISON	PASS	
 COST LESS COM. CARR	FAIL	TOTAL COST LESS COM. CARRIER 3,110.00 IS GREATER THAN 2000
 DAILY EXPENSE THRESH	PASS	
 DFLT PMT METHOD USED	PASS	
 EXP CAT % VARIANCE	PASS	
 EXP CATEGORY USED	PASS	
 EXP CATEGORY USED1	PASS	
 EXP CATEGORY USED2	PASS	
 EXPENSE CATEGORIES	PASS	
 LAUNDRY.DRY CLEANING	PASS	
 LEAVE AUTHORIZED	PASS	
 LEAVE EXISTS	PASS	
 MILITARY PERSONNEL	PASS	
 OTHER EXPENSES	PASS	
 OVERRIDE	PASS	
 PER DIEM LOC AUTH	PASS	
 PERSONAL INFO KEY	PASS	

*Review any items with a “Fail” Status and modify as necessary.*

*Click “Continue” for the Signature page.*

# Signature Page

*Read the signature certification. If in agreement, click “Accept”.*

*The document will automatically route to the next approver.*

Signature for 24-AA021102AT



**Quick Tip**

If you agree with the statement, click Accept.

For this Document you can:

**Accept**

Signature Text

**Cancel**

Stamping

"I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher. Note: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C.2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287;j.d. 1001)."

*Your Travel Voucher will be routed for review and approval, and soon your reimbursement will be “winging its way” to your bank account.*



**Questions?**

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